



Lichfield City Council

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Town Clerk: Christopher M Moulton

CM/

15 June 2016

PUBLIC

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the Guildhall, Lichfield, on **Wednesday, 22 June 2016 at 6.30 pm** at which the following business will be transacted.

Yours sincerely

Christopher Moulton
Town Clerk

Please note that PRAYERS will be said at 6.28pm before the opening of the meeting.

AGENDA

1 APOLOGIES FOR ABSENCE

2 MAYOR'S ANNOUNCEMENTS

3 DECLARATIONS OF INTEREST

4 COUNCIL MINUTES

To confirm as a correct record the Minutes of the Annual Council Meeting held on 16 May 2016 (**copy attached**).

5 MATTERS ARISING ON COUNCIL MINUTES

a) Minutes of the Annual Council Meeting held on 16 May 2016.

b) Minutes of the Council Meeting held on 18 April 2016 (**copy attached**).

[NB: The Minutes at b) above were confirmed as a correct record at the Annual Meeting of Council held on 16 May 2016 but are included for consideration of any "matters arising".]

6 PLANNING APPLICATIONS COMMITTEE

The Chairman of the Planning Applications Committee to move that the Minutes of the Planning Applications Committee Meetings held on 7 April, 28 April and 19 May 2016 be received (copies previously circulated).

7 TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8 AUDIT COMMITTEE

The Minutes of the Audit Committee meeting held on 10 June 2016 are attached as **Appendix 1**. The Annual Return for the year ended 31 March 2016, and the Out-Turn Statement 2016/17, as referred to in the Minutes, are also enclosed.

RECOMMENDED: That the Minutes of the Audit Committee meeting held on 10 June 2016 be adopted and that:

- 1 The Out-Turn Statement 2015/16 be received.***
- 2 That the underspend on the capital works to the Market Square of £25,000 be carried forward to 2016/17 and added to the budget as programmed works on-going.***
- 3 That the underspend on the election expenses estimated at £25,000 be added to general reserves.***
- 4 The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £9,859 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2015/16 financial year.***
- 5 In respect of the External Auditor Annual Return for the year ending 31 March 2016:***
 - a. The Council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council.***
 - b. The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council.***
 - c. The Council note the Annual Internal Audit Report section of the Annual Return.***

9 NEIGHBOURHOOD PLAN COMMITTEE

To adopt the Minutes and recommendations of the Neighbourhood Plan Committee meeting held on 18 May 2016 (**Appendix 2** attached).

10 MARKET CHARTERS

Markets have been held on every day of the week at some stage in the City's history, and weekly Tuesday, Friday and Saturday markets have been a feature of the local economy for a great many years and there is no doubt that the presence of a Market supports and enhances the economic vibrancy of the City. In addition over the last 15 years the Council has held regular Farmers' Markets on the first Thursday of every month.

The rights to hold Markets on the Market Square have been granted to the City by reigning monarchs over hundreds of years, and these rights often included other areas, not just the Square. The first Charter was granted by King Stephen in 1153 when he granted the Bishop a Sunday market. Since then, over the centuries, many Royal Charters have granted rights to the City; each changing the rights previously granted.

Any area covered by a Charter is unaffected by the provisions of Street Trading policy, but despite established use it will be necessary for the City Council to obtain definitive proof of the Charter rights for the Market Square on all days where a Market is held.

RECOMMENDED: *That the Town Clerk be asked to carry out research, if necessary including the engagement of appropriate external assistance with fees to be agreed, to identify definitive proof of Charters which have a continued relevance to trading on the Market Square and surrounding areas.*

11 MINSTER POOL WALK HIRE CHARGES

In June 2015 the Council considered the implementation of charges for the use of Pool Walk by voluntary/charitable organisations, as well as by private/commercial use; and a schedule of hire charges was introduced. The area has received interest for small artisan-style craft fayres which can add much to the ambience of this very attractive and peaceful location, and to City centre tourism.

However, Lichfield District Council has since introduced its street trading policy (which also applies to Pool Walk), and because of this double charging the interest expressed in hiring Pool Walk has waned with no bookings received for all of this year.

It is felt that a return to not levying a charge for its use may once again encourage use of the area as a financially viable proposition for anyone wishing to host craft fayres or similar events, the presence of which would add to the vibrancy of the city centre.

RECOMMENDED: *That the Pool Walk hire charges be discontinued.*

12 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

To appoint representatives to serve on outside bodies to fill vacancies falling due during 2016/2017 as detailed in **Appendix 3** attached.

13 ANNUAL TOWN MEETING

The Minutes of the Annual Town Meeting held on 28 May 2016 are attached, **Appendix 4**. There are no matters in the Minutes requiring action by the Council.

RECOMMENDED: *That the Minutes be noted.*

14 OFFICERS' REPORT

To receive the Officers' Report, **Appendix 5** attached.

RECOMMENDED: *That the Report be noted.*

15 PAYMENT OF ACCOUNTS

To confirm payment of accounts as listed in the attached schedule **Appendix 6** attached, for the period 1 March 2016 to 31 March 2016 in the sum of £95,015.21 General Account, and £2,598.70 Imprest Account.

16 EXCLUSION OF THE PRESS AND PUBLIC

To Resolve: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the public and press be excluded from the Meeting.

17 COMPUTER SERVER

To consider the Town Clerk's confidential report and recommendations for proposals to update the Council's computer network server and e-mail hosting (**Appendix 7** attached for Members).

18 GUILDHALL RENOVATION 2016/17

To consider the Town Clerk's confidential report and recommendations concerning quotations for the programmed improvement works to the Guildhall (**Appendix 8** attached for Members).

19 GUILDHALL FACILITIES AND STORAGE

To consider the Town Clerk's confidential report on proposals to improve storage at the Guildhall (**Appendix 9** attached for Members).

* * * * *

**PUBLIC PARTICIPATION SESSION
AT CITY COUNCIL MEETINGS**

Residents of Lichfield City have an opportunity to speak at each full City Council meeting. This brief Guide sets out the procedure to be followed.

1. The public participation session will usually be held after the seventh item on the agenda – this will usually be about 5 to 10 minutes into the meeting
2. The public participation session will last for up to 15 minutes at which residents of the City can ask the Council a question (or make a statement)
3. You must give advance notice **not later than NOON** on the day of the meeting, with brief details of the statement / question to be asked – we need to know what your question is so that we can provide as full an answer as possible. Forms are available and we would ask you to call in person at the Council Offices at Donegal House, Bore Street so that your question/statement can be duly receipted.
4. Your statement/question must relate to a matter of special relevance to Lichfield City area, or within the responsibility of the City Council.
5. Matters relating to the conduct of any individual councillor or member of staff will not be allowed – in such circumstances you should write to the Council
6. At the Council meeting statements/questions will be taken in the order in which they have been received. You will be allowed **up to 5 minutes**, and you can raise more than one issue within the overall limit of 5 minutes allowed to you, but you must have given advance notice of each statement/question to be asked
7. After each speaker, the Leader of Council (or his/her representative) will respond, or give notice that he/she will provide a written response as soon as possible

If a written answer is to be given, this will be sent to you at your stated address, and a copy will be made available for public inspection at the Council Offices, Donegal House, Bore Street.

Lichfield City Council

Minutes of the Annual Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Monday 16 May 2016 at 6.30 pm

PRESENT: Councillors Mrs J Allsopp, R Awty, B Bacon, Mrs N Bacon, Mrs D Baker, Mrs G Boyle, J Brooks, B Cocksey, D Dundas, I Eadie, Mrs J Eagland, C Greatorex, Mrs J Greaves, P Hitchman, Mrs S James, D Leytham, Miss J Marks, T Matthews, B McMullan, D Smedley, A Smith, C Spruce, A Thompson, M Thompson, Mrs L Warfield, M Warfield and R Yardley.

APOLOGIES: Councillor P Ray.

1 ELECTION OF MAYOR

It was proposed by Councillor C Spruce, seconded by Councillor Mrs N Bacon, and

RESOLVED: *That Councillor Sheelagh Ann James be elected Mayor of the City to hold office until the election of a successor at the Annual Meeting of Council in May 2017.*

The Mayor was invested with the Mayoral Chain, and signed the Declaration of Acceptance of Office. The Mayor then took the Oath of Allegiance and occupied the Chair.

2 COUNCIL MINUTES

RESOLVED: *That the Minutes of the City Council Meeting held on 18 April 2016 (115 – 126) be confirmed and signed as a correct record.*

3 APPOINTMENT OF DEPUTY MAYOR

It was proposed by Councillor Mrs G Boyle, seconded by Councillor A Smith, and

RESOLVED: *That Councillor Mrs Janice Anne Greaves be appointed Deputy Mayor to hold office until the election of Mayor at the Annual Meeting of Council in May 2017.*

The Deputy Mayor was invested with the badge of office, and signed the Declaration of Acceptance of Office.

4 ELECTION OF SHERIFF

It was proposed by Councillor M Warfield, seconded by Councillor Mrs N Bacon, and

RESOLVED: *That Councillor Robert Paul Yardley be elected Sheriff of the City to hold office until the election of a successor at the Annual Meeting of Council in May 2017.*

The Sheriff was invested with the Chain of Office, and took the Oath of Fealty to the Crown.

5 EXPRESSION OF THANKS

The Mayor, Deputy Mayor and Sheriff each returned thanks for their election.

6 APPOINTMENT OF MAYOR'S CHAPLAIN

The Mayor announced that Reverend Ian Hayter would be her Chaplain.

7 APPOINTMENT OF MAYOR'S CADET

The Mayor announced that Cadet Corporal James McAree would be her Cadet and presented him with his Badge of Office.

8 VOTE OF THANKS TO RETIRING MAYOR

It was proposed by Councillor R Awty, seconded by Councillor C Spruce, and

RESOLVED: That the best thanks of the citizens be accorded to Councillor A Smith for his valuable and outstanding services as Mayor during 2015/16.

Councillor A Smith responded in suitable terms and paid tribute to members of the Council for their support during his term of office.

9 VOTE OF THANKS TO RETIRING SHERIFF

It was proposed by Councillor Mrs J Eagland, seconded by Councillor B Bacon, and

RESOLVED: That the best thanks of the citizens be accorded to Mr Michael Sheldon for his valuable and outstanding services as Sheriff during 2015/16.

Mr Sheldon responded in suitable terms and paid tribute to members of the Council for their support and friendship during his term of office.

10 PRESENTATION OF BADGES OF OFFICE

The Mayor presented Badges of Office to the Mayor's Consort, Deputy Mayor's Consort and Sheriff's Lady.

11 REPLICA BADGES OF OFFICE

The retiring Mayor and Mayoress, and the retiring Sheriff and Sheriff's Lady were presented with replica badges of office by the Mayor.

12 APPOINTMENT OF LEADER OF COUNCIL

It was proposed by Councillor B Cocksey, seconded by Councillor Mrs N Bacon, and

RESOLVED: That Councillor D Smedley be appointed Leader of Council for the ensuing year.

13 APPOINTMENT OF DEPUTY LEADER OF COUNCIL

It was proposed by Councillor D Smedley, seconded by Councillor M Warfield, and

RESOLVED: That Councillor Mrs N Bacon be appointed Deputy Leader of Council for the ensuing year.

14 APPOINTMENT OF COMMITTEES, WORKING PARTIES, AND ADVISORY COMMITTEES

RESOLVED: That membership of Committees, Panels, and Advisory Committees be as follows:

a) Planning Committee (All members of Council)

Chairman: Councillor B Cocksey

Vice Chairman: Councillor A Thompson

b) Audit Committee (6 members)

5 Majority Group – Councillors: Mrs N Bacon, D Leytham, B McMullan, D Smedley, C Spruce

1 Minority Groups – Councillor J Brooks

Chairman: Councillor D Smedley

Vice Chairman: Councillor Mrs N Bacon

- c) **Grants Advisory Committee (9 members)**
8 Majority Group – Councillors: R Awty, B Bacon, Mrs N Bacon, Mrs D Baker, Mrs J Greaves, B McMullan, M Warfield, R Yardley
1 Minority Groups – Councillor P Ray
Chairman: Councillor Mrs N Bacon Vice Chairman: Councillor R Yardley
- d) **Johnson Birthplace Advisory Committee (5 members + 1 representative member)**
5 Majority Group – Councillors: R Awty, G Boyle, C Spruce, A Thompson, R Yardley
1 Minority Groups – Councillor J Brooks
1 Johnson Society (appointed by Society)
Chairman: Councillor R Awty Vice Chairman: Councillor A Thompson
- e) **Neighbourhood Plan Committee (12 members)**
10 Majority Group – Councillors: Mrs J Allsopp, Mrs D Baker, B Cocksey, D Dundas, I Eadie, D Leytham, Miss J Marks, A Thompson, M Thompson, M Warfield
2 Minority Groups – Councillors: J Brooks and P Ray
Chairman: Councillor A Thompson Vice Chairman: Councillor D Leytham
- f) **Staffing Committee (8 members)**
7 Majority Group – Councillors: B Bacon, Mrs N Bacon, B Cocksey, Mrs S James, T Matthews, D Smedley, A Thompson
1 Minority Groups – Councillor J Brooks
Chairman: Councillor D Smedley Vice Chairman: Councillor Mrs N Bacon
- g) **Tenders Committee (5 members)**
Mayor, Deputy Mayor, Council Leader, Deputy Leader, plus 1 Minority Group (Cllr P Ray)
Chairman: Leader of Council Vice Chairman: Deputy Leader of Council
- h) **Twinning Grants and Youth Grants Award Panel (3 members)**
Leader of Council, Deputy Leader, plus 1 Minority Group (Cllr P Ray)
- i) **Complaints Panel (4 members)**
Councillors: B Bacon, Mrs N Bacon, Mrs D Baker, Miss J Marks

THERE BEING NO FURTHER BUSINESS
 THE MAYOR DECLARED THE MEETING CLOSED AT 7.11 PM

MAYOR

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Monday 18 April 2016 at 6.30 pm

PRESENT: Councillors A Smith (Mayor), Mrs J Allsopp, R Awty, Mrs N Bacon, Mrs D Baker, Mrs G Boyle, J Brooks, B Cocksey, D Dundas, I Eadie, C Greatorex, Mrs J Greaves, P Hitchman, D Leytham, Miss J Marks, T Matthews, B McMullan, D Smedley, C Spruce, M Thompson, Mrs L Warfield, M Warfield and R Yardley.

APOLOGIES: Councillors B Bacon, Mrs J Eagland, Mrs S James, P Ray and A Thompson.

115 MAYOR'S ANNOUNCEMENTS

The Mayor reported on a number of civic and other engagements he had attended including the Easter Sunday Service at Lichfield Cathedral; Entertainment and Tea for the over 70's at Curborough Community Centre on 5 April; and the final Mayor and Sheriff's charity event of the civic year, held at the Guildhall on Saturday 16 April. The Mayor also thanked Members of the Council for their support during his year in Office.

116 DECLARATIONS OF INTEREST

None

117 COUNCIL MINUTES

RESOLVED: *That the Minutes of the meeting of the City Council held on 7 March 2016 (Nos 101-114), be confirmed as a correct record.*

118 PLANNING COMMITTEE

RESOLVED: *That the Minutes of the Planning Committee meetings held on 17 February 2016 and 10 March 2016 (Nos 79-87) be received.*

119 JOHNSON BIRTHPLACE ADVISORY COMMITTEE

RESOLVED: *That the Minutes and recommendations of the Johnson Birthplace Advisory Committee Meeting held on 17 March 2016 be adopted, including the Museum Forward Plan 2016-19.*

120 AUDIT COMMITTEE

RESOLVED: *1. That the Minutes and recommendations of the Audit Committee meeting held on 23 March 2016, be approved.*

2. That the Report and recommendations of the Internal Auditor for the year ending 31 March 2016, as circulated with the agenda, be adopted.

121 OFFICERS' REPORT

Councillor Mrs D Baker commended officers for a thorough and informative report, noting in particular the contribution made by Sarah Wallace as Civic Officer to the many civic events that had recently taken place, the Erasmus+ project facilitated through the City Council's Twinning Officer, Gabriele Lasch-Burden, and the positive response of the public to the new solar lamp post erected on Tamworth Road.

RESOLVED: *That the report be noted.*

122 DONEGAL HOUSE SECOND FLOOR OFFICES

Members considered an agenda report proposing that two vacant offices on the 2nd floor of Donegal House be offered for let for appropriate business use.

RESOLVED: *That the Town Clerk be authorised to appoint a local commercial property agent to manage the letting of two vacant offices located on the 2nd floor of Donegal House for appropriate business use; and that the initial term of any letting agreement be discussed with the appointed property agent.*

123 REPAIR AND RENOVATION PROGRAMME 2016/17

The Council considered a report detailing the scheduled Repair and Renovation programme for 2016/17.

RESOLVED: *That the report be noted.*

124 PAYMENT OF ACCOUNTS

RESOLVED: *That payment of accounts be approved and confirmed as listed for the period 1 February 2016 to 29 February 2016 in the sum of £67,138.19 General Account, and £704.61 Imprest Account.*

125 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: *That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the press and public be excluded from the meeting.*

126 INTERNET BASED ELECTRONIC PAYMENTS

The Council considered the Town Clerk's confidential report relating to payments made to the Council via the internet.

RESOLVED: *That the recommendations contained in the Town Clerk's confidential report be adopted.*

**THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 7.10 PM**

MAYOR

For Council: 22 June 2016 APPENDIX 1

Lichfield City Council

Minutes of the Audit Committee held at 6.00pm on Friday, 10 June 2016 in the Town Clerk's Office, Donegal House, Lichfield

- Present:** Councillor D Smedley (Chairman) and Councillors Mrs N Bacon, J Brooks and C Spruce.
- In attendance:** C Moulton (Town Clerk and RFO), Mrs A James (Accounts Officer), and G Keatley (Internal Auditor).
- Apologies:** Councillors D Latham and B McMullan.

1 MINUTES

RESOLVED: *That the Minutes of the meeting of the Audit Committee held on 23 March 2013 be confirmed as a correct record.*

2 OUT-TURN REPORT AND STATEMENT OF ACCOUNTS

Members considered the Out-turn Report and also the Draft Statement of Accounts (Annual Return), for the year ending 31 March 2016. Members thanked the Council staff who had been concerned in the preparation of the reports, and it was:

RECOMMENDED:

- 1 *The Out-Turn Statement 2015/16 be received.*
- 2 *That the underspend on the capital works to the Market Square of £25,000 be carried forward to 2016/17 and added to the budget as programmed works on-going.*
- 3 *That the underspend on the election expenses estimated at £25,000 be added to general reserves.*
- 4 *The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £9,859 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2015/16 financial year.*
- 5 *In respect of the External Auditor Annual Return for the year ending 31 March 2016:*
 - a. *The Council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council.*
 - b. *The Council approve the Accounting Statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council.*
 - c. *The Council note the Annual Internal Audit Report section of the Annual Return.*

3 DATE AND TIME OF NEXT MEETING

It was agreed that this take place at 4.30pm on the scheduled date of 16 November 2016.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED
THE MEETING CLOSED AT 6.25 PM**

LICHFIELD CITY COUNCIL FINANCIAL OUT-TURN REPORT 2015/16

AUDIT COMMITTEE	10 June 2016	APPENDIX 1
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On the accounts summary table the figures in red represent income.

The following notes explain the variations between the original budget and the actual year-end out-turn.

Note	Details
1	Parks and paths. Certain projects such as replacing the gravel pathways around the Clock Tower are in the process of being prepared, but commencement on site will be during the current year. In addition a Heritage Lottery Fund grant of £38,500 not included in the original budget has been received and committed.
2	Guildhall. The budget estimate for lettings for 2015/16 was overly optimistic (as it had also been in 2014/15). Ultimately lettings income was 16% lower in 2015/16 than for 2014/15; and expenses 5% higher. In addition, at the 9 month report, when we thought we had approximately 75% of the year's income and expenditure, the energy expenses were underestimated by £5,000, and the likely income overestimated by approximately £11,000; giving an overall discrepancy of £16,000.
3	Community Centres. The 2015/16 budget included a figure of £20,000 for connection of the Darwin Hall to the mains sewer. This funding was subsequently not required in 2015/16.
4	Markets. Reduced rental charges for January to March, and a number of cancelled markets due to inclement weather, together with difficulties of relocating traders during the road repaving works have all impacted upon income in the last quarter of the year.
5	Democratic Services. Invoices relating to election charges incurred during the year are yet to be received. <i>The underspend on this item from 2015/16 (estimated at £25,000) will be added to general reserves.</i>
6	Investment Interest. Anticipated investment interest income has been reduced due to lower interest rates and reduced balances following large purchases such as Donegal House.
7	Agency. Monies for verge maintenance works have been received for work carried out on behalf of the County Council – this relates to income only since the costs associated with this maintenance are included within the District Council open spaces maintenance contract.
8	Repairs and Renewals. Some refurbishment work originally programmed for 2015/16 including improvements to Donegal House reception and new kitchen and toilet facilities totalling an estimated £60,000 were reprogrammed to take place in 2016/17 and included as part of a new Repair and Renewal programme.
9	Capital works – Market Square paving scheme. The cost of this work totalling £49,400 was significantly less than the original budget. Several sections of the Square were completed during the year but work was halted in January to allow the County Council road repaving scheme to be carried out. <i>The underspend on this item from 2015/16 (£25,000) therefore needs to be carried forward to 2016/17 (work should be completed by early July 2016).</i>

Employee costs.

The overall employee costs total £361,705 (recharged across all the budget heads in the table below) is **6.2% BELOW** the budget estimate for the year of £385,700. This is due to staff salary savings as a result of significant staff changes during the year and the appointment of new staff at the first point on the relevant salary scale.

Net Expenditure	BUDGET	ACTUAL 2015/16	VARIANCE	BUDGET	Note
SERVICE AREAS	2015/16	AT YEAR END	2015/16	2016/17	
	£	£	%	£	
<i>Parks and Footpaths</i>	170,785	133,251	-22	175,000	1
<i>Guildhall</i>	49,110	65,943	34	50,000	2
<i>Community Centres</i>	30,064	10,081	-66	15,000	3
<i>Markets</i>	-45,545	-38,166	-16	-50,000	4
<i>Civic</i>	67,862	67,407	-1	70,000	
<i>Grant Aid/Partnerships</i>	51,058	46,388	-9	50,000	
<i>Arts/Tourism/Twinning</i>	64,338	56,788	-12	65,000	
<i>Johnson Birthplace Museum</i>	75,415	72,844	-3	75,000	
<i>Democratic Services</i>	120,616	91,228	-24	85,000	5
<i>Investment Interest</i>	-2,600	-1,448	-44	-1400	6
<i>Loan Charges</i>	0	0		0	
<i>Agency</i>	-12,410	-18,780	51	-12,000	7
<i>Repairs and Renewals</i>	190,109	129,206	-32	130,000	8
<i>Capital Projects</i>	91,000	23,931	-74	0	9
SUB TOTALS	849,802	638,674	-25	651,600	
PRECEPT + LTCSG	648,350	648,350	-	674,763	
TOTAL (To)/From balances	201,452	-9,676	-	(23,163)	

RECOMMENDATION TO COUNCIL:

- 1 *The Report and Out-Turn Statement 2015/16 be received.*
- 2 *That the underspend on the capital works to the Market Square of £25,000 be carried forward to 2016/17 and added to the budget as programmed works on-going.*
- 3 *That the underspend on the election expenses estimated at £25,000 be added to general reserves.*
- 4 *The Council as Trustee of the Johnson Birthplace Charitable Trust make a payment of £9,859 from the Trust Funds to the City Council as the contribution to the expenditure incurred by the City Council in operating the Museum during the 2015/16 financial year.*
- 5 *In respect of the External Auditor Annual Return for the year ending 31 March 2016:*
 - a. *The Council approve the Annual Governance Statement (Section 1 of the Annual Return) and that this be signed by the Mayor and Town Clerk on behalf of the Council*
 - b. *The Council approve the Accounting statements (Section 2 of the Annual Return) and this be signed by the Mayor on behalf of the Council*
 - c. *The Council note the Annual Internal Audit Report section of the Annual Return.*

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- **Sections 1 and 2** are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- **Section 3** is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on-year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of

smaller authority here:

LICHFIELD CITY COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes ✓	No	N/A has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated

22 JUNE 2016

Signed by:

Chair

dated

22 JUNE 2016

Signed by:

Clerk

dated

22 JUNE 2016

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

LICHFIELD CITY COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	715,580	813,908	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	595,518	611,674	Total amount of precept or (for LDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	338,694	352,374	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	360,400	361,705	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	475,484	592,667	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	813,908	823,584	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	808,594	812,900	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,778,512	7,778,512	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes ✓	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

22 JUNE 2016

I confirm that these accounting statements were approved by this smaller authority on this date:

22 JUNE 2016

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

22 JUNE 2016

Section 3 – External auditor certificate and report

2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

LICHFIELD CITY COUNCIL

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2015/16 to

Enter name of
smaller authority here:

LICHFIELD CITY COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) - The council met its responsibilities as a trustee.	✓		Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

GRAHAM KEATLEY

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

For Council: 22 June 2016 APPENDIX 2

Minutes of the Meeting of the Neighbourhood Plan Committee held in Committee Room 1 at Guildhall, Lichfield, on Wednesday 18 May 2016 at 6.30 pm

PRESENT: Councillors A Thompson (Chair), Mrs J Allsopp, Mrs D Baker, J Brooks, B Cocksey, D Dundas, and M Thompson.

APOLOGIES: Councillors Miss J Marks and M Warfield (Civic Duty)

1. MINUTES

The motion to accept the minutes of the meeting held on 8 January 2016 was on request duly put to the vote, the result being five in favour, one against and one abstention.

RESOLVED: *That the Minutes of the Meeting held on 8 January 2016 be approved as a correct record.*

2. STRATEGIC ENVIRONMENTAL ASSESSMENT (SEA) & HABITAT REGULATIONS ASSESSMENT REPORT

The NP Committee noted the conclusions of the report provided by Lichfield District Council:

- a) An SEA report will not be required
- b) No further work is required to comply with Habitat Regulations

3. CONSIDERATION OF LDC INFORMAL COMMENTS ON THE DRAFT LICHFIELD CITY NEIGHBOURHOOD PLAN

PARAGRAPH 1.4

It was agreed that 'which is contiguous with the civil parish of Lichfield' be inserted at the end of the sentence.

PARAGRAPH 1.8

The suggestion of inserting 'This will be followed by the Lichfield District Local Plan Allocations Document' after '2029' in paragraph 1.8 was rejected.

It was agreed that the Vision for Lichfield District from the Local Plan Strategy (LPS para 3.1) and how this supported the NP vision would be cited.

PARAGRAPH 3.2

It was agreed that the third paragraph be changed to Cricket Lane Strategic Development Allocation, and that a similar error in paragraph 4.4 also be corrected.

PARAGRAPH 4.3

It was agreed that the Stoke on Trent and Staffordshire LEP be referenced as a stakeholder

PARAGRAPH 4.10

It was agreed that:

- a) the NP Committee Chair, in conjunction with the Town Clerk, compile a paragraph to cover alternative sites and transport links, notably Eastern Avenue/Trent Valley Station, to be inserted at paragraph 4.10, and that the remaining wording of 4.10 would be amended as appropriate to accommodate the new text.
- b) No extra research by consultants or additional Policies was considered necessary.
- c) The 'Cricket Lane Strategic Development Area' heading currently placed above paragraph 4.10 is to be moved below 4.10 and above 4.11.

PARAGRAPH 4.12

It was agreed the last sentence would be changed from 'exceptional' to 'very special' circumstances.

PARAGRAPH 4.13

It was agreed that 4.13 be reworded to '...represents an opportunity to replicate the success for Lichfield South...'

PARAGRAPH 4.15

It was agreed that this paragraph be amended to read '...this may however require economic intervention...' and '...this might be through economic interventions...'

POLICY 1: CRICKET LANE SDA

It was agreed that further advice be sought on the inclusion of class D1 in this section. Andrew Buckman from Kingston's was cited as an appropriate initial contact. It was agreed that he would be added to the list of consultees and his views on this matter be considered as part of the consultation process.

It was agreed that the comments of Chris Bowden be implemented, i.e. that LDC's Employment Land Review 1998 stated the City centre could only accommodate 14-20,000m² of floor space and that the Policy be amended to state that an application should go through the 'Sequential Test'.

LOCAL PLAN STRATEGY EVIDENCE BASE

The view of the NP consultants that necessary evidence had been gathered on this matter was accepted.

PARAGRAPH 4.19

The view of the NP Consultants that additional detail would go beyond the need for the Neighbourhood Plan to comply with basic conditions was agreed. However, Cllr Mrs D Baker offered to advise on additional detail that could be included to strengthen the paragraph.

PARAGRAPH 4.23

It was agreed that 'Centre' would be removed from the sentence '... residential led development schemes in the City Centre'.

POLICY 3: LICHFIELD BUSINESS VILLAGE, UNIVERSITY OF STAFFORDSHIRE CAMPUS

It was agreed that the Policy be reworded to 'The expansion of managed workspace at Lichfield Business Village on the University of Staffordshire Campus or elsewhere in the city will be supported'.

CHAPTER 5: MOVEMENT

It was agreed that:

- a) The A5206 Upper St John St be included as a primary movement route
- b) The South of Lichfield SDA would also be mentioned both here and in fig. 5.1
- c) All four Lichfield SDA's should be referred to when considering movement patterns.

PARAGRAPH 5.4

It was agreed that the second sentence would be reworded as follows: 'This reflects the potential to link up with the Strategic Development Allocations (SDA's) across the south of Lichfield City.'

PARAGRAPH 5.10

It was agreed that '...its meaningful proportion of' would be inserted before '...the Community Infrastructure Levy' as this is the name given to the proportion of CIL given to Parishes.

PARAGRAPH 5.12

It was agreed that the text be changed to '...funding from the City Centre BID will be sought...'

POLICY 4: PRIMARY MOVEMENT ROUTES

It was agreed that the text following the first bullet point in the Policy be reworded to 'Make developer contributions toward the enhancement...'

POLICY 5: SIGNAGE

It was agreed that the policy would be reworded to '... the provision of improved signage in Lichfield'.

PRIMARY AND SECONDARY RETAIL AREAS

It was agreed that reference to 'Primary' and 'Secondary' areas be replaced in all instances with 'Inner' and 'Outer' areas to highlight the classifications as being unique to the Neighbourhood Plan, and to avoid confusion with similar designations applied elsewhere.

PARAGRAPH 6.5

It was agreed that the text be changed to 'A significant asset of Lichfield City is its independent shops, markets, bars and restaurants...'

POLICY 7: NON-RETAIL USES IN THE SECONDARY RETAIL AREA, LICHFIELD CITY CENTRE

It was agreed that NP Consultants would clarify as suggested.

PARAGRAPH 7.3

It was agreed that the following text be added; 'More generally, opportunities for appropriate economic development linked to all heritage assets in the city will be supported.'

POLICY 10: VIEWS OF LICHFIELD CATHEDRAL

It was agreed that the second sentence of the policy, beginning 'New developments are encouraged..' be removed in its entirety.

POLICY 12: CITY CENTRE REDEVELOPMENT SITES

It was agreed that the policy wording would not be amended.

MAPPING AND GLOSSARY OF TERMS

It was agreed that the NP Consultants be asked the following:

- a) To remove the key from all maps to allow the whole map area to be viewed. Key to be resited to the side/top/bottom of map as most appropriate for viewing
- b) For all maps to utilise as much of the page as possible, notably mapping on p23
- c) As some primary movement routes are also cycle routes, a green line is requested along the entire cycle network to denote the extent of the cycleways
- d) Whether the two proposals maps can utilise a 'combined' key and fold out onto A3 paper
- e) The proposed Friarsgate development be included in the Inner (former Primary) retail area, and be highlighted by a dotted green line to denote that planning permission has not yet been granted
- f) Whether it would be appropriate to include a 'glossary of terms' or website links to further information relating to certain acronyms such CIL.

4. NEXT STEPS

The following next steps were agreed:

- a) NP Consultants to amend the draft document to include the items discussed and agreed. Draft 4 of the Lichfield City Neighbourhood Plan to be provided in both PDF and Word formats to allow for insertion of photographs prior to the public release of the document
- b) NP Committee to receive a copy of the updated Lichfield City Neighbourhood Plan by email, accompanied by a list of statutory consultees if this has not been circulated prior
- c) The City Council then to proceed with the six week consultation period as provided in the regulations.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.55 PM**

For Council: 22 June 2016 APPENDIX 3

Representatives on Outside Bodies

Outside Body	No of Reps	Period of Office	Current Appt Ends	2016/2017
BID Steering Group/Board	1	1 Year	Jun-17	<i>Cllr M Thompson</i>
Boley Park Community Hall Management Committee	3	1 Year	Jun-17	<i>Cllr Mrs J Allsopp</i>
			Jun-17	<i>Cllr Mrs S James</i>
			Jun-17	<i>Cllr R Yardley</i>
Boley Park Community Hall Trustees	4	Until retire or replaced	Until retire or replaced	<i>Cllr Mrs J Allsopp</i>
				<i>Cllr D Smedley</i>
				<i>Cllr C Spruce</i>
				<i>Cllr M Warfield</i>
Bower Committee	1	1 Year	Jun-17	<i>Cllr Mrs J Greaves</i>
Curborough Community Association	3	1 Year	Jun-17	<i>Cllr Mrs J Allsopp</i>
			Jun-17	<i>Cllr Mrs N Bacon</i>
			Jun-17	<i>Cllr D Dundas</i>
Darwin Hall Community Association Trustees [and Company Directors]	4	Until retire or replaced	Until retire or replaced	<i>Cllr Mrs D Baker</i>
				<i>Cllr I Eadie</i>
				<i>Mr T Finn</i>
				<i>Cllr A Smith</i>
Dr Milley's Hospital	1	4 Years	Mar-17	<i>Cllr Miss J Marks</i>
Erasmus Darwin Foundation	1	1 Year	Jun-17	<i>Cllr Mrs M Boyle</i>
Friends of Samuel Johnson Community Hosp.	1	1 Year	Jun-17	<i>Cllr Mrs L Warfield</i>
Friends of Lichfield Historic Parks Group	1	1 Year	Jun-17	<i>Cllr Mrs J Greaves</i>
Guild of St Mary's Centre Lichfield (Ltd)	1	1 Year	-	<i>Mayor in Office</i>
Hinton's Charity	3	1 Year	-	<i>Mayor in Office</i>
		4 Years	Jun-19	<i>Cllr Mrs J Eagland</i>
			Jun-19	<i>Cllr R Awty</i>
Johnson Council (non-voting observers)	2	1 Year	-	<i>Mayor in Office</i>
			-	<i>Sheriff in Office</i>
Lichfield District Arts Executive Committee [non-voting observer]	1	1 Year	Jun-17	<i>Cllr B Bacon</i>
LDC - Community Transport Partnership	1	1 Year	Jun-17	<i>Cllr B Bacon</i>
LDC - Parish Forum	2	1 Year	Jun-17	<i>Cllr Mrs L Warfield</i>
			Jun-17	<i>Cllr Mrs N Bacon</i>
			Jun-17	<i>Cllr Miss J Marks</i>
Lichfield Camera Club	1	1 Year	Jun-17	<i>Mayor in Office</i>

Outside Body	No of Reps	Period of Office	Current Appt Ends	2016/2017
Lichfield City Forum	1	1 Year	Jun-17	<i>Cllr Mrs N Bacon</i>
			Jun-17	<i>Cllr D Dundas</i>
			Jun-17	<i>Cllr Miss J Marks</i>
Lichfield and District Council of Voluntary Service	1	1 Year	Jun-17	<i>Cllr Mrs D Baker</i>
South East Staffs C.A.B.	1	1 Year	Jun-17	<i>Cllr B Cocksey</i>
Lichfield Conduit Lands Trust	4	1 Year	-	Mayor in Office
		4 Years	Jun-20	<i>Cllr Mrs M Boyle</i>
Lichfield District Tourism Association Executive	2	1 Year	Jun-17	Museums & Heritage Officer
			Jun-17	<i>Cllr M Thompson</i>
Lichfield Rail Alliance, West Coast Rail 250, and all other rail related matters	1	1 Year	Jun-17	<i>Cllr A Thompson</i>
Mary Slater's Charity	2	1 Year	-	Mayor in Office
			-	Sheriff in Office
Michael Lowe's and Associated Charities	5	4 years	15 July 16	<i>Mr T Finn</i>
			15 Dec 17	<i>Mr B Diggle</i>
			3 April 18	<i>Cllr P Hitchman</i>
			5 July 19	<i>Cllr Mrs N Bacon</i>
			5 July 19	<i>Cllr Mrs J Eagland</i>
Municipal Charities	4	1 Year	-	Mayor in Office
		4 Years	Oct-19	<i>Cllr Mrs J Allsopp</i>
			Nov-20	<i>Cllr Mrs J Greaves</i>
			Nov-20	<i>Mrs D English</i>
North Lichfield Initiative -Board	1	1 Year	Jun-17	<i>Cllr B McMullan</i>
Speakers Corner Committee	1	1 Year	Jun-17	<i>Cllr Mrs D Baker</i>
SPCA - Executive Cttee (nomination only – subject to election by SPCA)	1	2 Years	Nov-17	<i>Cllr Mrs D Baker</i>
St Giles Hospice Local Government Friends'	1	4 Years	Jun-19	<i>Cllr B Bacon</i>
St John's Lichfield	2	2 Years	Jun-17	<i>Cllr C Spruce</i> <i>Cllr A Thompson</i>
Twinning Association	3	1 Year	-	Mayor in Office
			Jun-17	<i>Cllr M Thompson</i>
			Jun-17	<i>Cllr D Dundas</i>

NB: The names in red denote the current representative whose term as representative ends this year. Whoever is appointed will then serve until the date in the 4th column.

For Council: 22 June 2016 APPENDIX 4

CITY OF LICHFIELD

**Minutes of the Annual Town Meeting held in the Guildroom, Guildhall, Lichfield
at 7.30 pm on Wednesday, 26 May 2016**

225 PRESENT

The Mayor of Lichfield (Councillor Mrs Sheelagh James, in the Chair), and 45 attendees and electors including 16 Lichfield City Councillors and representatives from local organisations as entered in the attendance sheets.

226 OPENING REMARKS AND WELCOME BY THE MAYOR

The Mayor warmly welcomed everyone to the Annual Town Meeting and introduced the Town Clerk who outlined for the benefit of those unfamiliar with the proceedings, the order of business and conduct of the meeting.

227 MINUTES

RESOLVED: *That the Minutes of the Annual Town Meeting held on 20 May 2015 be confirmed as a correct record.*

228 CITY COUNCIL ANNUAL REPORT 2015 - 2016

A copy of the Annual Report of City Council activities during 2015-16 was circulated for information. Councillors Mrs D Baker, D Smedley, C Spruce, R Awty, D Leytham, Mrs N Bacon, Mrs G Boyle and B Cocksey each reported on various items included in the Report.

229 MOTION FOR DEBATE

FURTHER CONSULTATION ON CRICKET LANE DEVELOPMENT PROPOSALS

A motion was proposed by John Adams, that Persimmon Homes and St Modwen be asked to provide a further public consultation on their proposed development of the Cricket Lane site. Councillor C Spruce provided an update on the current situation and advised that meetings involving St John's Ward Councillors and the developers had taken place and that much detail was to be agreed upon before a formal Planning Application was submitted. Attendees were reminded that planning applications are available to view both on the District Council's website and in person at the District Council offices in Frog Lane. All interested parties were encouraged to make their comments known to the District Council at the appropriate time. As the motion related to a matter more properly dealt with by the District Council, the motion was not discussed further or put to the vote.

230 PRESENTATION OF GRANTS 2016 - 2017

The Mayor presented grant cheques to those local organisations represented at the meeting.

**THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 8.15 PM**

OFFICERS' INFORMATION REPORT

1. Civic Matters: Sarah Wallace, Civic Officer

On Thursday 21 April the City Council arranged celebrations for Her Majesty the Queen's 90th Birthday.

The Civic party processed to Speakers corner to listen to local school children read their own compositions about the Queen.

The compositions had been completed as part of a competition and the winners each received a medal and a commemorative coin. All the entries for the competition were later displayed in the Guildhall gallery on St George's day for the public to enjoy.

The procession then continued along Pool walk where the Mayor dedicated a new *Tilia Europaea* tree before continuing into the Remembrance Gardens to light a Beacon. This was accompanied by music and much flag waving!



St George's Court was once again held in the Guildhall on Saturday 23 April. The Ale Tasters delivered their report in their usual humorous style and even though the barrel was leaking there was still plenty of beer to go round! At the Court, John Crowe and Les Ashley were elected as High Constables for the forthcoming year.



At the Annual Council meeting on 16 May Cllr. Mrs Sheelagh James was invested as Mayor for the coming year; Cllr. Mrs Janice Greaves became Deputy Mayor and Cllr. Robert Yardley, Sheriff. The newly elected Mayor took the opportunity to announce that her Chaplain for the year would be Revd Ian Hayter and Cadet Corporal James McAree would serve as her cadet. The evening concluded with a celebratory banquet for 126 guests catered for by the Olive Tree.

A thanksgiving service was held at the Guild Church of St Mary on Sunday 22 May conducted by Revd Linda Collins.

The Bower celebrations began with a Church service at St Michaels Church on Sunday 29 May followed by the light hearted Court of Arroye on Monday 30 May. Men at arms were once again provided in the form of local Cubs and Scouts who clearly enjoyed dressing up as Knights even if they were a little bewildered by the proceedings. The Mayor then crowned Miss Lichfield outside the Guildhall at 12 noon after which the Civic party joined the Bower procession.

2. Markets: Lucy Clarke, Assistant Markets Officer

Lichfield's popular monthly Farmers' Market celebrated its 15th Anniversary on Thursday 2 June. The event was a great success with help from the Mayor, Cllr. Mrs Sheelagh James and Town Crier Ken Knowles who both attended on the day. The celebration cake was creatively baked by one of the Farmers' Market traders, Dream Bakery. Free slices of cake were handed out after the Mayor officially cut the cake at 12 noon. It didn't last very long!



Throughout the day children were treated to free face painting on the Visit Lichfield stall jointly provided by Lichfield City Council and Lichfield District Tourism Team. The Owl Experience was very well received with their wonderful display and free craft activities provided by Colin Manning at Creative Outdoor Learning, making outdoor inspired tree cookies and stick people.

The City Council held a raffle competition, raising £88 for the Mayor and Sheriff's charities, the We Love Lichfield Fund and Erasmus Darwin Foundation. The lucky winners of the raffle were drawn and announced by the Mayor at 2pm.

Established by the City Council back in June 2001 the monthly Farmers' Market has since become a prominent fixture in Lichfield, hosting more than 30 local traders, all from within 50 miles. Six of the original traders at the very first Farmers' Market held in Lichfield are still successfully trading today.

Re-Paving on the Market Square

Work is set to start on the next phase of re-paving of the market square commencing 8 June. Arrangements have been made to receive a large delivery of paving blocks to be stored adjacent to the skip. Paving blocks will be secured safely with fencing for up to four weeks to complete the works. This will take the pressure off the short time scale of two non-market days to complete a section.

ITV News on the Market Square

ITV Central News Political Correspondent Alison McKenzie and her team set up a You Booth on the Tuesday General Market 24th May to film public opinions on the EU Referendum. ITV Central News is currently filming at lots of towns and cities across the West Midlands.

Bees on Market Square

After the recent Bower Fair on Market Square we were informed by the candy floss trader that she had received a lot of attention from honey bees nested high up in the tree outside St. Mary's main entrance. Nick Burton, Open Spaces Officer was quick to react and on Wednesday 1st June the bees were safely removed from the tree and re-homed at Nick's very own bee hive located in Yoxall.



3. Samuel Johnson Birthplace Museum: Jo Wilson, Museums and Heritage Officer

The Birthplace welcomed 2,500 visitors in April & May and had a busy two months with groups, events and projects. Events over the two months included a big celebration of the history of the Birthplace and surrounding area as part of the Staffordshire Day weekend with a local history display and reminiscence event, 'Sharing Stories'.

Over 150 visitors came to share memories of the City and enjoy the old photographs on display, provided by local Facebook group 'You're probably from Lichfield, if...', and a display about the Birthplace building organised by volunteer Nicola Young.



Events continued with a Johnson-themed Sculpture talk and city walk led by Peter Walker. Families enjoyed an Easter trail of the house over the school holidays, created by a volunteer from Lichfield Cathedral School. Regular events such as the Book Group, new Writing Group and Bookworms United continue to thrive, with a special visitor for the Children in April: Milo the trainee guide dog!



Groups visiting the Museum have included Derby Refugee Centre, Ireland-based NAAS Bookgroup, and Staffordshire civic dignitaries.

Going out of the Museum, Norton Canes Historical Society were given an outreach talk, and the Birthplace school borrowing boxes were hired by Abbots Bromley School and Victoria Community School, Burton with alphabet and printmaking activities to help children learn about Samuel Johnson in the classroom.



The Birthplace welcomed school visits from Victoria Community School, Willows School and St Chad's. The Birthplace SCC-funded community arts project with creative writer Stewart Derry is continuing well, with excellent feedback from teachers at King Edward's VI school. Some of the students involved in the project visited the Birthplace on their last session, and the Mercia home-education network held their first session in May.

Other projects have included building care, with works beginning on the Introductory Room and London Life Room, and collection care, with the volunteer clean of the Birthplace collections now completed. The M&HO convened a meeting of local partners with an interest in celebrating David Garrick's 300th Birthday in 2017 and plans for events are beginning to take shape. The Birthplace appeared on Radio 4 in a documentary called 'Made in the Middle' in a segment about Lichfield, with an interview from the M&HO. In training and development, the stored collection was brought into focus with a training session for Museum Attendants to get to know the items that aren't on regular display; Sarah Dale attended a First Aid course, and the M&HO was awarded Associateship of the Museums Association (AMA) after working towards the qualification for 5 years, with support from LCC.

4. Guildhall: Helen Winter, Guildhall Bookings Secretary

During recent weeks, several Wedding bookings have been made for the Guildhall next year. Since the beginning of April, three Wedding Receptions and two Wedding Ceremonies have been held here, together with a 90th Birthday Party.

We have had our regular bookings from the Historical and Archaeological Society, Slimming World, Ladies Cameo, Needwood DFAS, Darby and Joan, Lichfield Poets, Concert Band Practice, Bridge, Meditation, Italian Class, Chess, U3A, Heyday and Ballroom Dancing.

The Cells are now open each Saturday from 10.00am to 4.00pm. Volunteers from the Birthplace Museum are on hand to greet visitors and answer any questions. Sinfonia held their Spring Concert on 15th May, and Lichfield Arts have held seven events during the last two months.

We have had two Craft Fayres, a Vintage Wedding Fayre, Fabric Sale and a Corridor Gallery display/sale. Market Research companies have been three times.

The Guildhall was used by the Bower Committee for their Model Fair display of the 28 May. Darwin House held their annual Dinner on 30 April. This was very well attended, and also involved a light display both inside the main hall and outside the building.



5. Twinning: Gabriele Lasch-Burden, Twinning Officer

Limburg

The result of the local elections in Limburg, held on the 6 March 2016, is as follows:
 CDU (Cons.) 42.88%, SPD (Labour) 33.03%, Green Party 9.18%, DIE LINKE (left wing) 4.69%, FDP (Liberals) 10.23%.

This results in the following seats: CDU 19, SPD 15, GREENS 4, DIE LINKE 2, FDP 5. Turnout was 45.49% with 465,531 eligible votes. CDU and the Green Party formed a coalition; after talks between SPD, FDP and the Green Party failed.

The Mayor of Limburg Dr. Marius Hahn sent a letter of congratulation to the new Mayor of Lichfield, her deputy and the Sheriff and wished them success in their year in office.

Peter Walker Exhibition in Limburg

At the end of April, Lichfield Cathedral artist Peter Walker finished a 5 week exhibition in Limburg with a workshop for students from 2 secondary schools. The Mayor Dr. Marius Hahn congratulated Peter and his wife on a very successful exhibition – over 600 visitors were recorded.

The Mayor stressed the friendly partnership between the twin towns of Lichfield and Limburg, which is demonstrated by the many different activities between both cities, although this was the first time a Lichfield artist had exhibited his work in Limburg's historic town hall.



In October, Peter will return to Limburg with a planned lightshow on various buildings across the city and the Mayor and citizens of Limburg are already looking forward to this interesting occasion.

Lichfield Mysteries

This year's Lichfield Mysteries saw a French acting group *Fidesiens* from Sainte Foy performing one of the plays, *The Wedding at Cana*, on both days Sun 1 May and Mon 2 May in the Market Square and Wade Street Church. It was a very well received and humorous play, with references to English everyday life, performed in that typical French accent. The Lichfield Twinning Association arranged a lunchtime buffet on bank holiday Monday at Erasmus Darwin House to officially welcome the French group and the chairman Peter Barrett thanked them for taking part in this special week-end, despite the cold and rainy weather.



New Facebook Page

The Lichfield Twinning Association has a new Facebook page. It is very professionally managed by Mrs. Kathryn Walker, the wife of Sculptor Peter Walker, who have both become the latest members of the association. There are lots of interesting photos and videos from many twinning exchanges. The Twinning Officer also posts official events on this Facebook page.

<https://www.facebook.com/Lichfieldtwinningassociation>

Twinning Association

The Twinning Association, run by dedicated volunteers, had a stand at this year's Support Staffordshire "Volunteers' Week" Celebration in The Guildhall on Friday 10 June to showcase the interesting links between citizens of Lichfield, Limburg and Sainte Foy.

English Garden Party in Limburg

The City of Limburg is holding an annual English Garden Party on 10 July. Lots of typical "English" events have been organised, such as horse races, a photo with the Queen, old-timer exhibition, original English roses sale and "teatime" including chocolate covered strawberries.

Limburg Bands at the Fuse Festival

At this year's Fuse Festival there will be 2 bands from Limburg participating. The first band is called Back2Basix. They are a college band from Limburg and are playing pop and pop rock on Sunday 10 July at 12pm on the Momentum Stage.



The second band is called Hanne Kah and Band. The music of Hanne Kah is handmade folk rock and she will be playing on Sunday 10 July at 12.45pm on the Momentum Stage.

The musicians will be welcomed by the Mayor, Cllr. Mrs. Sheelagh James on their arrival on Friday 8 July and will be staying at Wade Street Church with Rev. Ian Haytor for the duration of the Festival. This is a joint project between Lichfield City Council and the Lichfield community band Blast Off, led by Nick Dewhurst, to highlight aspects of international young musicians coming together in harmony.

Future Events

- Eight members from the Lichfield Chess Club are interested in an exchange tournament in Limburg.
- Scouts groups and girl guides are looking into a possible exchange visit to Limburg.
- Four volunteers from Limburg are looking for a 4 week placement with organisations for people with learning difficulties financed by the European Erasmus+ Project Fund.
- Artist Peter Walker is looking into the possibility of organising an art projection for the 25th twinning anniversary to be held in Sainte Foy from 6 – 9 October 2017.

6. Open Spaces and Tree Management: Nick Burton, Open Spaces Officer

In addition to its role in the Queens's 90th Birthday Celebrations, The Remembrance Garden also provided three oak saplings from the Verdun Oak. A representative from the "Galleywood Folk", a parish in Essex, plans to visit Lichfield soon to receive two of them to be planted in their parish as part of their Verdun anniversary celebrations. An acorn hunt & collection will be required this autumn around the tree as requested by the Woodland Trust. Meadow sowing has been completed by members of the Lichfield & Hatherton Canals Restoration Trust off the Tamworth Road. In addition, the Allotment Association sowed a small open space at Curborough.

Community work is very much a part of gaining an award from the RHS for all the work at the Community Centre and the open space. A Saturday morning volunteer day at the Centre got some more gardening and painting done.

The "Friary Remains" requires some stone replacing and repointing work. Stonemasons have been asked to quote for this work for which there is s106 money allocated. Prior to work commencing we will obtain approval for repairs to a Monument.



May, June & July remain the busiest months of the year in open spaces & footpaths. Grasses & hedges grow very quickly with the occasional issue requiring urgent attention.

Dates for the diary: RHS Town in Bloom judging for Lichfield is on 20 July. RHS Park in Bloom judging for Curborough is provisionally on 19 July.

7. Deputy Town Clerk: Tony Briggs

Several tenders for scheduled renovations to the Guildhall and Donegal House are now in progress and it is hoped that work will start very soon, especially to the external elements of these works.

Discussions are ongoing with our web developers about the fine detail of the PayPal online payment option, and it is hoped this will be live before the end of June.

The Neighbourhood Plan continues to progress, with the draft revisions following the most recent meeting of the Neighbourhood Plan Committee now complete and the document being readied for public consultation.

Many of the City Council's historical photographs have been stored in various rooms in the Guildhall and Donegal House for many years, including the photograph of Alderman Henry Hall JP receiving the Freedom of the City in 1948 shown opposite. Several of these photographs have now been scanned and added to the City Council's new Flickr page.

Civic portraits, some of which date back to the early 20th century, are currently being scanned and will be added to the site as soon as possible. This will provide a lasting and readily accessible record to all who are interested in the history of the City.



Around 200 photographs have been scanned to date. The City Council's new Flickr page can be found here: <https://www.flickr.com/photos/141498010@N05/albums>

For Council: 22 June 2016 APPENDIX 6

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 March to 31 March 2016

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
03/03/2016	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Card transactions fee - Feb	4.82	0.00	4.82
03/03/2016	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Card machine service charge - Feb	4.00	0.80	4.80
05/03/2016	19526	Acme Tree Services Ltd	PARKS Other Repair/Maint	Works to line trees on Pool Walk	1,930.00	380.00	2,280.00
06/03/2016	19529	AKW Plumbing & Heating	MARKET Repair/Maint	Push button taps for Toilet Block	550.00	0.00	550.00
06/03/2016	19530	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - January	278.06	0.00	278.06
05/03/2016	19530	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - January	2,511.60	602.32	3,013.92
06/03/2016	19530	All-Fit Towbars & Trailers Ltd	MARKET Supplies/Services	Market stall boards	830.00	166.00	996.00
06/03/2016	19531	Banner Business Services Ltd	ADMIN Supplies & Services	Stationery and other office supplies	40.91	8.20	49.11
06/03/2016	19532	BDM Business Solutions Ltd	BIRTHPLACE Supplies & Services	Overhead scanner	349.17	69.83	419.00
08/03/2016	19533	City Life in Lichfield Ltd	DEM SERVICES Publicity	City View Feb/Mar in new City Life magazine	1,036.00	207.00	1,242.00
08/03/2016	19534	Darwin Electrical Services	BIRTHPLACE Repair/Maint	Replacement of light fittings in bookshop	541.00	108.20	649.20
08/03/2016	19534	Darwin Electrical Services	G/HALL Repair/Maint	Qty testing of fire alarm & emergency lighting - Feb	279.56	55.91	335.47
06/03/2016	19535	Easton Shires Purchasing Org	ADMIN Supplies & Services	Classroom supplies, stationery, noticeboard	176.00	35.20	211.20
06/03/2016	19535	Easton Shires Purchasing Org	G/HALL Supplies/Services	Classroom supplies	40.32	8.07	48.39
08/03/2016	19536	Focus Security & Surveillance	G/HALL Repair/Maint	Maintenance of alarm & CCTV to 29/2/17	122.36	24.47	146.83
06/03/2016	19537	Imagin Products Ltd	ADMIN Supplies & Services	Second batch of ID cards for staff	183.80	36.76	220.56
06/03/2016	19538	Jones Waste Services Ltd	MARKET Supplies/Services	Skip hire - January	842.60	168.56	1,011.36
06/03/2016	19538	Jones Waste Services Ltd	MARKET Supplies/Services	Skip hire - February	1,122.80	224.56	1,347.36
08/03/2016	19539	Lichfield District Council	ADMIN Offices Rates/Water	Business improvement BID charge, Oct 15-Sep16	277.50	0.00	277.50
08/03/2016	19539	Lichfield District Council	BIRTHPLACE Adverts/promotion	Extra listings in What's On Spring/Summer 2016	100.00	20.00	120.00
06/03/2016	19539	Lichfield District Council	BIRTHPLACE Rates/Water	Business improvement BID charge, Oct 15-Sep16	26.25	0.00	26.25
06/03/2016	19539	Lichfield District Council	G/HALL Rates/Water	Business improvement BID charge, Oct 15-Sep16	162.00	0.00	162.00
06/03/2016	19539	Lichfield District Council	MARKET Rates/Water	Business improvement BID charge, Oct 15-Sep16	408.75	0.00	408.75
08/03/2016	19540	Lichfield Lock & Key Repairs	G/HALL Supplies/Services	Change of codes on combination locks	38.85	7.77	46.62
08/03/2016	19541	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Festival Gods - Fall express	120.00	0.00	120.00
06/03/2016	19541	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Easton Avo - Removal of hanging trees	200.00	0.00	200.00
06/03/2016	19542	Lycor Group Ltd	G/HALL Supplies/Services	Light bulbs	13.97	2.79	16.76
08/03/2016	19543	MT Services Computer Systems	ADMIN Supplies & Services	Renewal of security suite	148.76	29.76	178.52
08/03/2016	19543	MT Services Computer Systems	ADMIN Supplies & Services	Memory upgrade for 1 PC	90.00	18.00	108.00
06/03/2016	19544	NBC Bird and Pest Solutions Ltd	BIRTHPLACE Repair/Maint	Two preventative wood treatments	357.00	71.40	428.40
06/03/2016	19545	Northern Platforms Limited	G/HALL Supplies/Services	Service of skywinder access platform incl. part	286.80	57.36	344.16
06/03/2016	19546	Pickarings Europe Ltd	G/HALL Repair/Maint	Callout and repair of lift 9/2	135.00	27.00	162.00
06/03/2016	19547	Plantfacts	BIRTHPLACE Supplies & Services	New staff badges	20.90	4.18	25.08
06/03/2016	19548	Preseli Ltd	BIRTHPLACE Stock for sale	Fridge magnets for sale	48.00	9.60	57.60
06/03/2016	19549	Raphael Design Limited	BIRTHPLACE Adverts/promotion	Printing of welcome leaflets 2016	264.50	0.00	264.50
06/03/2016	19550	Ricoh UK Ltd	ADMIN Supplies & Services	Photocopier usage Nov-Jan, rental Feb-Apr	760.33	152.06	912.39
06/03/2016	19551	St John Ambulance	CIVIC Events	First aid for Shrovetide	92.00	18.40	110.40
06/03/2016	19552	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones Feb/March	90.09	18.02	108.11
06/03/2016	19553	Weir Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - January	52.80	10.56	63.36
06/03/2016	19554	Colin Straxspere	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 28/2	83.33	0.00	83.33
06/03/2016	19555	Michael Morris	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 28/2	9.00	0.00	9.00
06/03/2016	19555	Michael Morris	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 31/1	4.00	0.00	4.00
06/03/2016	19555	Michael Morris	BIRTHPLACE Collection Purchases	Engraved portrait of Francis Barber for Museum	125.00	0.00	125.00
06/03/2016	19556	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 28/2	30.00	0.00	30.00
06/03/2016	19556	PR & JM Stockham	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 8/11/15	4.67	0.00	4.67
06/03/2016	19557	Allison Swabey	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 31/1	8.40	0.00	8.40
09/03/2016	19558	Brownhill Hayward Brown Ltd	R&R FUND Birthplace	Architects for further works, Aug-Jan	1,120.00	224.00	1,344.00
09/03/2016	19558	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donegal Hs	Architects-Guildhall stonework repairs, redecoration	1,375.00	275.00	1,650.00
09/03/2016	19558	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donegal Hs	Architects-advice on costs for work prog & budget	475.00	95.00	570.00
09/03/2016	19558	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donegal Hs	Architects-Donegal basement work & glazed door	2,625.00	525.00	3,150.00
09/03/2016	Debit	Elavon Financial Services	MARKET Supplies/Services	Card transactions fee - Feb	0.80	0.00	0.80

09/03/2016	Debit	Elavon Financial Services	MARKET Supplies/Services	Card machine service charge - Feb	4.00	0.00	4.00
15/03/2016	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - March	21,526.45	0.00	21,526.45
21/03/2016	19859	D Parker	R&R FUND Guildhall/Donegal Hs	Redecoration of passage from Donegal to G'Hall	650.00	0.00	650.00
21/03/2016	Debit	Elavon Financial Services	G/HALL Supplies/Services	Card machine service fees	12.00	2.40	14.40
29/03/2016	DDebit	NatWest Autopay	EMPLOYEE COSTS	Administration fee	8.00	0.00	8.00
30/03/2016	19860	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions - March	3,917.97	0.00	3,917.97
30/03/2016	19861	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension fund contributions - March	6,504.06	0.00	6,504.06
31/03/2016	19862	All-Flt Towbars & Trailers Ltd	MARKET Supplies/Services	Stall erection - February	2,834.63	686.93	3,521.56
31/03/2016	19862	All-Flt Towbars & Trailers Ltd	MARKET Supplies/Services	Stall storage - February	281.40	0.00	281.40
31/03/2016	19863	BEE-LIKE Pest Control	PARKS Other Repair/Maint	Quarterly pest control 5/1 - 5/4	250.00	0.00	250.00
31/03/2016	19864	BT Payment Services Ltd	ADMIN Tel/Postage	Phones/internet usage Jan-Mar, rental Mar-May	62.97	12.59	75.56
31/03/2016	19864	BT Payment Services Ltd	BIRTHPLACE Supplies & Services	Phones/internet usage Jan-Mar, rental Mar-May	308.40	61.68	370.08
31/03/2016	19864	BT Payment Services Ltd	G/HALL Supplies/Services	Phones/internet usage Jan-Mar, rental Mar-May	292.02	58.40	350.42
31/03/2016	19865	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers - March salary	150.00	0.00	150.00
31/03/2016	19865	Busy Bees Benefits Ltd	EMPLOYEE COSTS	Childcare vouchers service charge - March	8.25	1.65	9.90
31/03/2016	19866	Robert Clarke	R&R FUND Guildhall/Donegal Hs	Replace carpet on Donegal top floor/staircase	1,600.00	0.00	1,600.00
31/03/2016	19867	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - February	814.49	162.90	977.39
31/03/2016	19868	Countyryda Art Ltd	BIRTHPLACE Stock for sale	Balance for Johnson print tea towels & bags	71.50	14.30	85.80
31/03/2016	19869	Darwin Electrical Services	G/HALL Repair/Maint	Repair of corridor and outside lighting	417.87	83.57	501.44
31/03/2016	19869	Darwin Electrical Services	PARKS Other Repair/Maint	Installation of solar powered lamppost	431.00	86.20	517.20
31/03/2016	19869	Darwin Electrical Services	PARKS Other Repair/Maint	Repair of uplighters on Pool Walk	570.84	114.17	685.01
31/03/2016	19870	Eastern Shires Purchasing Org	ADMIN Supplies & Services	Stationery and cloakroom supplies	26.05	5.22	31.25
31/03/2016	19870	Eastern Shires Purchasing Org	MARKET Supplies/Services	New salt spreader	125.00	25.00	150.00
31/03/2016	19871	Eventmen	ARTS/TOURISM Lights Costs	Agreed fee for stage for cancelled Switch On	850.00	170.00	1,020.00
31/03/2016	19872	Focus Security & Surveillance	BIRTHPLACE Repair/Maint	Annual security alarm maintenance to 31/3/17	599.00	119.80	718.80
31/03/2016	19873	Mr Edward Griffin	PARKS Other Repair/Maint	Painting of Market Sq Bller hlms (for 'In Bloom')	300.00	0.00	300.00
31/03/2016	19874	Keycraft	BIRTHPLACE Stock for sale	Catch ball toys for sale	66.06	13.21	79.27
31/03/2016	19875	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/2 - 10/3	8,201.45	1,640.29	9,841.74
31/03/2016	19875	Lichfield District Council	PARKS Other Repair/Maint	Tree planted in Heather Gdns - labour	250.00	0.00	250.00
31/03/2016	19875	Lichfield District Council	PARKS Other Repair/Maint	Old canal path - remove tree, spread chippings	138.00	27.60	165.60
31/03/2016	19876	Lichfield District Council	PARKS Other Repair/Maint	Planting in Heather Gdns - tree & hire systems	355.60	71.12	426.72
31/03/2016	19876	Lichfield Lock & Key Repairs	HALLS Solby Hall	New key safe and replacement lock/keys	268.67	53.73	322.40
31/03/2016	19877	Lichfield Arts	G/HALL Bar Charge	Bar charges - Oct to Dec	760.50	152.10	912.60
31/03/2016	19878	Mayor & Sheriff's charity account	CIVIC Events	Transfer from LCC for 2 charity ticket sales recvd	40.00	0.00	40.00
31/03/2016	19879	MT Services Computer Systems	ADMIN Supplies & Services	IT support contract 1/3 - 31/5	408.34	81.67	490.01
31/03/2016	19879	MT Services Computer Systems	ADMIN Supplies & Services	Replacement portable back up drive	65.00	11.00	76.00
31/03/2016	19879	MT Services Computer Systems	BIRTHPLACE Supplies & Services	IT support contract 1/3 - 31/5	153.13	30.63	183.76
31/03/2016	19879	MT Services Computer Systems	G/HALL Supplies/Services	IT support contract 1/3 - 31/5	51.03	10.20	61.23
31/03/2016	19880	Nisbets	G/HALL Supplies/Services	New water boiler	63.95	12.79	76.74
31/03/2016	19881	Npower Ltd	ADMIN Donegal House Energy	Electricity - February	161.76	32.34	194.10
31/03/2016	19881	Npower Ltd	BIRTHPLACE Energy	Electricity - February	51.57	2.59	54.16
31/03/2016	19881	Npower Ltd	BIRTHPLACE Energy	Electricity - February	36.53	1.83	38.36
31/03/2016	19881	Npower Ltd	G/HALL Energy	Electricity - February, adjusted to 5 month actual	1,646.08	329.21	1,975.29
31/03/2016	19881	Npower Ltd	MARKET Energy	Toilet Block electricity - February	21.80	1.09	22.75
31/03/2016	19881	Npower Ltd	MARKET Energy	Feeder pillar electricity - February	34.83	1.74	36.57
31/03/2016	19881	Npower Ltd	PARKS Energy	Clock Tower electricity - February	35.86	1.75	37.46
31/03/2016	19881	Npower Ltd	PARKS Energy	Frisby electricity - February	5.69	0.29	5.98
31/03/2016	19882	Pioneer Roadshows	G/HALL Supplies/Services	Additional microphones and new lapel mic	510.00	0.00	510.00
31/03/2016	19883	Print & Digital of Lichfield Ltd	G/HALL Supplies/Services	Printing of wedding brochure 2016	275.00	0.00	275.00
31/03/2016	19884	The Guince Tree Press	BIRTHPLACE Stock for sale	Johnson sayings pocket books	60.00	0.00	60.00
31/03/2016	19885	Raphael Design Limited	BIRTHPLACE Advertisement	Printing of events leaflet 2016	66.60	0.00	66.60
31/03/2016	19886	Rigby Taylor	PARKS Other Repair/Maint	Wildflower seed for sowing by canal (for 'In Bloom')	283.90	56.78	340.68
31/03/2016	19887	Andrew Smith	CIVIC Mayor's Allowance - A Smith	Reimbursement for Quiz night bar stock	174.99	35.00	209.99
31/03/2016	19887	Andrew Smith	CIVIC Mayor's Allowance - A Smith	Reimbursement for Quiz night & scouts snacks	6.52	1.30	7.82
31/03/2016	19887	Andrew Smith	CIVIC Mayor's Allowance - A Smith	Reimbursement for Scouts tea in parkour	48.14	0.00	48.14

31/03/2016	19889	Vodafone	ADMIN TelPostage	Demon internet to 5/3/17	255.24	51.05	306.29
31/03/2016	19888	Vodafone	BIRTHPLACE Supplies & Services	Demon internet to 5/3/17	266.24	51.05	308.29
31/03/2016	19889	Wor Wasto Services Ltd	GHALL Supplies/Services	Glass recycling - February	62.80	10.66	63.36
31/03/2016	19890	Jayne Wilson	BIRTHPLACE Adverts/promotion	Artwork for spring/summer events leaflet	55.00	0.00	55.00
31/03/2016	19891	Colin Shakespeare	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 27/3	145.73	0.00	145.73
31/03/2016	19892	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 27/3	46.00	0.00	46.00
31/03/2016	19893	Heritage Building and Conservt.	R&R FUND Gulkhall/Donagel Hs	Donagel external decoration - further payment	6,802.67	1,378.53	8,271.20
31/03/2016	DCdebit	Nat West	ADMIN Supplies & Services	Bank charges - current account	99.42	0.00	99.42
					<u>65,767.75</u>	<u>9,247.46</u>	<u>95,015.21</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 March to 31 March 2016

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
01/03/2016	04845	Museums Association	BIRTHPLACE Supplies & Services	AMA Professional Review fee for MHO	260.00	0.00	260.00
01/03/2016	04846	Ken Knowles	CIVIC Supplies/Services	Contribution to engraving of Town Clerk's ball	50.00	0.00	50.00
01/03/2016	04847	Bumtwood Town Council	CIVIC Mayor's Allowance - A Smith	Bumtwood Seatless charity evening, Feb	17.00	0.00	17.00
01/03/2016	04848	Lichfield District Council	CIVIC Mayor's Allowance - A Smith	LDC Chairman's civic lunch March	70.00	0.00	70.00
01/03/2016	04849	Soroptimist International	CIVIC Mayor's Allowance - A Smith	Soroptimists music evening	10.00	0.00	10.00
03/03/2016	04850	Trado UK	ADMIN Supplies & Services	Barrier tape	47.95	9.59	57.54
08/03/2016	04851	A Briggs	ADMIN Supplies & Services	Phone and cable for new staff	23.26	4.65	27.91
08/03/2016	04851	A Briggs	CIVIC Supplies/Services	Dome for flagpole	11.99	2.40	14.39
08/03/2016	04851	A Briggs	GHALL Supplies/Services	New drill for Guldhall use	49.99	10.00	59.99
14/03/2016	04852	A Briggs	ADMIN Supplies & Services	Lanyard and toggles for roof	20.99	0.00	20.99
14/03/2016	04852	A Briggs	ARTS/TOURISM Expenditure	Small flags for Queen's 90th celebrations	50.00	0.00	50.00
14/03/2016	04853	Cash	Various	Petty cash vouchers 6749 - 6757	146.99	14.28	161.27
17/03/2016	04854	Andrew Smith	CIVIC Mayor's Allowance - A Smith	Civic events taxi	66.67	13.33	80.00
17/03/2016	04854	Andrew Smith	CIVIC Mayor's Allowance - A Smith	Mayor's Parlour restocking, Jan-Mar	69.14	13.83	82.97
17/03/2016	04854	Andrew Smith	CIVIC Mayor's Allowance - A Smith	Mayor's Parlour restocking, Jan-Mar	14.94	0.00	14.94
17/03/2016	04854	Andrew Smith	CIVIC Mayor's Allowance - A Smith	Charity fashion show & banquet - prosecco	162.38	32.47	194.85
17/03/2016	04855	M A Sheldon	CIVIC Sheriff's Allowance - M Sheldon	Charity fashion show & banquet - prosecco	150.00	30.00	180.00
17/03/2016	04856	Cash	Various	Petty cash vouchers 6758 - 6761	103.68	7.44	111.12
17/03/2016	04857	Cash	CIVIC Events	Cash for fish & chips, Charity Quiz Night (repaid)	200.00	0.00	200.00
24/03/2016	04858	Bullfinch (Gas Equipment) Ltd	ARTS/TOURISM Expenditure	Gas beacon for Queen's 90th birthday	298.00	59.60	358.60
29/03/2016	04859	Lichfield Festival	GHALL Lettings	Room hire refund for PA system problems	19.35	3.87	23.22
30/03/2016	04860	Child Support Agency	EMPLOYEE COSTS	Deduction from Earnings Order - March salary	152.72	0.00	152.72
31/03/2016	04861	Lichfield Singers	CIVIC Mayor's Allowance - A Smith	Donation for singers at Ent & Tea Party	25.00	0.00	25.00
31/03/2016	04861	Lichfield Singers	CIVIC Sheriff's Allowance - M Sheldon	Donation for singers at Ent & Tea Party	25.00	0.00	25.00
31/03/2016	04862	Cash	Various	Petty cash vouchers 6762 - 6770	146.93	6.90	152.83
31/03/2016	04863	Lionel Ross	BIRTHPLACE Stock for sale	Pleasures of the Imagination copies	32.44	0.00	32.44
31/03/2016	04864	Abbotswold Publishing	BIRTHPLACE Stock for sale	Coaching City books for sale	33.30	0.00	33.30
31/03/2016	04865	Stamps Direct Ltd	ADMIN Supplies & Services	Automatic numbering stamp	46.71	9.34	56.05
31/03/2016	04866	Forward Cleaning Contractors	ADMIN Supplies & Services	Window cleaning - February	16.00	3.20	19.20
31/03/2016	04867	Trophy Store	ARTS/TOURISM Expenditure	Queen's birthday - medals and ribbons	61.82	11.57	73.39
31/03/2016	DCdebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account	10.12	0.00	10.12
31/03/2016	Cancelled	Lichfield New Rotary	GHALL Lettings	Cancel chq 04762 of 15/6/15 as unrepresented	-13.70	-2.74	-16.44
					<u>2,368.67</u>	<u>230.03</u>	<u>2,598.70</u>